



PAY COMMITTEE

TERMS OF REFERENCE 2020-21

Purpose

The Pay Committee determines all matters relating to staff remuneration at St Peter's Catholic School ("the School").

Membership

The Pay Committee will consist of at least three members of the Governing Body, none of whom will be employees of the School. The Headteacher will attend meetings of the Pay Committee in an advisory capacity and will withdraw when their own pay is being discussed. The Committee will elect a Chair each year, at the first meeting of the academic year.

General Terms of Reference

The Pay Committee will:

- Determine annual salary progression for eligible teaching staff, following consideration of recommendations by the Headteacher;
- Determine annual salary progression for the Headteacher, following consideration of recommendations by the Appraisal Panel;
- Receive and consider a summary report from the Headteacher covering pay determinations for support staff;
- Deal with any request from a Governor or the School's senior leadership team (SLT) to review leadership pay ranges, and report any recommendations back to the Full Governing Body;
- Receive and consider reports from the School detailing current staff numbers and staffing structure;
- Where appropriate, make recommendations to the Full Governing Body regarding changes to the staffing structure.

Meetings

- The committee will meet at least twice a year. Minutes and records of discussions will be kept confidential.
- The quorum for meetings is three members of the Pay Committee.